

**AD Budget Planning and  
Human  
Resources**

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To

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Subject Important Information About Your W-2 Statement

The Department of the Interior's National Business Center has contracted with the TALX Corporation to provide an additional electronic service for our employees. Beginning February 3, 2006, you have the option to electronically request a replacement W-2 if the original was lost, stolen or never received. Replacement W-2's will be available to you through Employee Express (<http://www.employeeexpress.gov>). Once logged on to Employee Express, you can click on "The Work Number Proof of Employment and Income" button. This provides a link to The Work Number web site where you can request that a duplicate W-2 be sent to a fax number, mailed to your home or alternative address or downloaded to your PC for printing on a local printer. In addition, you can download W-2 data directly into Turbo Tax, TaxCut, ezTaxReturn.com and Complete Tax beginning February 3, 2006, but you will be required to enter the company code (10737), your Social Security Number and a PIN consisting of the full year of birth and the last four digits of your Social Security Number.

All active employees currently have access to the <http://www.employeeexpress.gov> web site using the PIN provided by Employee Express. If you cannot locate your original PIN, a new PIN can be reissued immediately by answering a series of identifying questions at <http://www.employeeexpress.gov>.

Inactive employees may request reissue W-2's directly through The Work Number, <http://www.theworknumber.com>, or 1-800-367-2884. The employee will be required to enter the company code (10737), his or her Social Security Number, and a PIN consisting of the full year of birth and the last four digits of the Social Security Number.

Once you have requested a reissue W-2, a confirmation number will be given. You can check the status of your request by revisiting the web site and entering the confirmation number.

Questions or problems with Employee Express can be directed to the Employee Express help desk at 478-757-3030 or via email to <http://eehelp@opm.gov>. Problems with The Work Number reissue service should be directed to The Work Number Client Service Center at 1-800-996-7566. Any questions concerning the data on the W-2 should be addressed to the Payroll Information Line at (303) 969-7732 or (800) 662-4324.

Hard copy W-2's will also be mailed to all employees with a completion expected well before the January 31, 2006, deadline.

The first use of TALX to order a replacement W-2 or to download a W-2 to a tax package is free to employees. However, the second request for the same employee will incur a \$10.00 charge, payable by credit card. In addition, employees needing a replacement W-2 for a tax year prior to 2005 will incur a charge of \$15.00. Employees who do not wish to pay this charge may contact

the Payroll Information Line at (303) 969-7732 or 1-800-662-4324 to request a second replacement or a replacement for a prior tax year.

For a few employees, the Payroll Operations Division will be required to issue a W-2 correction (Form W-2C), in addition to the original. In these few cases, if the employee attempts to obtain a duplicate W-2 through Employee Express or The Work Number, he or she will be directed to contact the Payroll Information Line at the numbers above to obtain the duplicate.

### **Access Information**

Access to W-2 eXpress through The Work Number:

<http://www.theworknumber.com>

1-800-367-2884

Access to W-2 eXpress through Employee Express:

<http://www.employeeexpress.gov>

1-800-827-6254

If you have any questions concerning any of this information, please contact the telephone numbers or websites mentioned above.